

## Personnel/Finance – Quality of Life Committee

Monday, June 29, 2010

4:00 p.m.

Members Present: Craig Turco, Jack Boeding, David Richards, Steve Flaigg, Dave Hanham, Melisa Ralston and Mary Kelly

Others Present: Gary Croletto, Bob Rogers

Councilmember Boeding called the meeting to order at 4:00 p.m.

### **PUBLIC COMMENTS**

There were no comments from the public

**Agenda Item #2 was discussed at this time.**

2. **ANGELS CAMP MUSEUM HANDLING OF ADMISSIONS & GIFT SHOP MONIES POLICY** – Bob Rogers, Museum Administrator

Bob explained the need for additional personnel to handle money transactions in the museum gift shop on an emergency basis. It was suggested that since most of these emergencies seem to be when the Museum Foundation is having a function, the Museum should draft a procedure allowing the Foundation to check merchandise out to sell. This would put any liability issues directly on the Foundation and not the City. Bob said he would still prefer an additional qualified person. It was suggested that Bob discuss the Foundation gift procedure idea with the Museum Commission.

**Agenda Item #1 was discussed at this time.**

1. **PRINCIPAL CONTRACT RENEWAL** – Melisa Ralston, Finance Officer

Carolyn Lewis, Insurance Broker for the City provided a handout which showed a dental comparison between the City's current provider, Principal, and Assurant. It was agreed that the City employees would switch coverage from Principal to Assurant due to lower cost. Assurant coverage will not take effect until August.

**Direction: Melisa will coordinate with Carolyn Lewis on an informational workshop on the coverage for employees.**

3. **TOBACCO SALE BUSINESS LICENSE/PERMIT REQUEST (continued from June meeting)** – Committee

It was decided that it was not a good time for the City to pursue developing an ordinance for a local tobacco retailer license.

**Direction: Mary to write a letter to Michael Magana of the County Health Department explaining the City's decision.**

**Direction: Item to be placed as an "Ongoing Item" on agenda.**

4. **UTICA PARK KITCHEN: DISCUSSION REGARDING USE FEES/RENTAL APPLICATION PACKET** – Sub-committee (Melisa, Jack B. and Steve)

The sub-committee drafted a rental policy for public use of the Utica Park Kitchen. Melisa reported the donation of the stove currently in use at the fire house is in question. Fire personnel have stated that they do not have a replacement and no monies in the budget to purchase a new one. Steve Flaigg said he and Jack B. will be meeting with fire personnel to clear up the issue.

**Direction: City Attorney to review rental policy.**

**Direction: PG&E and propane use at park be monitored (meter read)**

**Direction: Mary to check with RMA on City's liability.**

**Direction: Rental policy to Council for approval July 20<sup>th</sup> meeting.**

5. **DISCUSS POSSIBLE PROJECTS TO BE FUNDED FROM PROPOSITION 1B FUNDS**  
**(continued from June P/F meeting)** – Committee

Several options were discussed regarding use of Prop. 1B funds. It was explained that using the funds for the transit transfer station is in discussion at the Infrastructure/Facilities meetings. It was agreed to continue this item until the I/F committee has completed discussions on this.

**Direction: Item continued to August meeting**

6. **CASH DISBURSEMENT REPORT DISCUSSION** – Melisa Ralston, Finance Officer  
With the hiring of the City Administrator, Melisa requested check runs/cash disbursements be processed more often. This was agreed to.

7. **REVIEW PURCHASING POLICY LIMITS** – Melisa Ralston, Finance Officer  
Melisa reported that the Museum Administrator had again abused purchasing policy by purchasing merchandise over his signing limit of \$200.00

**Direction: City Administrator to draft a letter to the museum administrator suspending his purchasing authority.**

8. **GIS CONSULTANT CONTRACT AWARD** – Dave Hanham, Planning Director  
Dave presented two proposals received for the City's GIS contract. The low bid was from Solstice Geospatial and Dave recommended the contract be awarded to this consultant. It was pointed out that the contract amount needs to be scaled back 20% to \$21,600. Dave said he would inform the consultant and change scope of work. Because the budget is still undecided, the committee approved the selection of Solstice Geospatial for the City's GIS services contingent upon funds being available in the approved budget.

**Direction: Item to be placed on Council agenda July 6<sup>th</sup> recommending Solstice Geospatial contingent upon budget approval.**

7. **STAFF REPORTS**

None

**Direction: Mary to provide Council Members Turco and Boeding with requested changes.**

ADJOURNMENT: 5:05 p.m.